



Discovery House Family Violence Prevention Society

Position Description

POSITION TITLE: Child and Youth Development Worker

REPORTS TO: Child and Youth Team Lead

DATE: September 6, 2018

Discovery House is a trusted, dynamic Calgary agency devoted to the safety and well-being of women with children leaving domestic violence. We offer stability, hope and opportunity through long-term residential and individualized community support services. Our staff demonstrates a 'client-focused' approach to all aspects of Discovery House operations. Together we strive to develop healthier families and stronger communities.

COMMON PURPOSE

All employees have a responsibility to carry out the vision, mission, and values of Discovery House while adhering to all Agency policies and procedures. Paramount to this responsibility is demonstrating a 'client-focused' approach to all aspects of Discovery House operations and a willingness to cooperate with all Discovery House staff and volunteers in translating these emphases into the planning and delivery of all programs and services.

POSITION OVERVIEW

The Child and Youth Development Worker will report to the Child and Youth Team Lead and will be responsible for addressing the social, emotional, cognitive and physical well-being of children and youth who have been exposed to domestic violence through individual and group interventions. This position will also assist in the planning, organizing, coordination, scheduling and facilitation of activities, groups and events for the children, youth and families of Discovery House.

PRIMARY DUTIES AND RESPONSIBILITIES

Developmental programming and Supervision

Responsible for the implementation and coordination of all activities and day-to-day operations of the child development center, including:

- ensuring proper supervision of children while under the care of staff;
- providing a safe and supportive environment for children and youth to integrate developmental milestones and practice social and emotional skills;
- administering and coordinating developmental assessments;
- engaging children in interventions which support their emotional, physical and cognitive development;
- coordinating bookings with parents and Discovery House case managers;
- completing orientation to the child development center with all new families;

- assisting families with completion of play room center paper work;
- facilitating bookings to maximize smooth operations of the child development center;
- planning, organizing and facilitating different events for children, youth and families; and
- ensuring daily clean-up and thorough weekly bleaching clean up.

Program Development

- In collaboration with the Child and Youth Team Lead develop and facilitate activities and groups for children and youth
- Collaborate with Child and Youth and Adult Case Managers to support individual and group work
- Ensure that all relevant legislation and regulations and best practices are adhered to

Administration

- Maintain accurate documentation of daily activities of the center
- Documentation of critical incidents
- Assessment of the center's incidental needs and completion of requisitions and provision of approved items
- Foster a team-oriented, supportive, and accountable work environment
- Attend individual supervision, team meetings, staff meetings and trainings as required
- Complete agency monthly expense, requisitions, reports and time sheets

Professional Competence

- Adhere to agency policies, procedures, practices and Code of Ethics
- Demonstrate professional attitudes, characteristics and practices
- Establish and maintain professional relationships with colleagues
- Maintain on-going professional development
- Participate in annual performance reviews
- Participate in the development of a healthy and safe working environment
- Promote Discovery House's image by acting as an ambassador of the agency

QUALIFICATIONS

Knowledge

- Understanding of children's developmental stages
- Understanding of how children are affected by domestic violence
- Knowledge of community resources for children, youth and families
- Understanding of domestic violence as a personal and social issue
- Understanding of Discovery House client needs

Skills

- Demonstrated ability to relate to and/or engage children in an age appropriate manner
- Exceptional planning and organizational skills
- Proven ability to multi-task, negotiate and prioritize
- Strong interpersonal skills
- The ability to take initiative, collaborate and coordinate work across different departments of the agency, while keeping each area's priorities in mind



- Ability to work independently and within a team environment
- Strong written and oral communication skills
- Demonstrated ability with computer programs, including but not limited to, Microsoft Word and Excel

Personal Characteristics

- A positive attitude, high energy, creativity, and flexibility
- A genuine commitment to the mission, vision, values and work of the agency

Educational Qualifications & Experience

- Diploma in Early Childhood Education, Child and Youth Care, or related field
- Minimum two years' experience working directly with children
- Current CPR and First Aid certification required
- Valid driver's license and reliable vehicle desirable

If you think we'll be a great fit, please send your resume to careers@discoveryhouse.ca using "Child Development" in the subject field and we'll be in touch.